# RFP 211-23

## MBTA PRIVATE FIXED ROUTE BUS SERVICES (CANTON AND HULL)

COMMBUYS # BD-23-1206-40000-40000-94821

Welcome

Pre-Bid Conference

November 9, 2023

# Project Team / Introductions

- **MBTA Project Team:**
  - Alexander Anhwere-James – Director of Contracted Bus Services
  - Sean Mills – Assistant GM, Bus Operations
  - Melissa Dullea – Sr. Director, Service Planning
  - Rob Sampson – Director, System-Wide Accessibility
- **Procurement Management Team:**
  - Rob Weiner – Strategic Sourcing Manager
- **Other Resources:**
  - Maribeth Ladd – Sr. Lead Counsel, Procurement
  - Ray Wise – Sr. Director of Procurement Operations

This RFP is being conducted via MBTA's bid platform - COMMBUYS. Bidders must have an active registration on COMMBUYS to participate in this RFP.

Instructions for log-in and use of COMMBUYS are described in the RFP. Bidders may also contact the COMMBUYS Helpdesk at COMMBUYS@state.ma.us or the COMMBUYS Helpline at 1-888-MA-STATE. The Helpline is staffed from 8:00 a.m. to 5:00 p.m. Monday through Friday (Eastern Time), except on federal, state, and Suffolk county holidays.

Nothing stated at this Bidders' conference or included in a written record or summary of this Bidders conference will modify this RFP or any other part of the RFP unless it is incorporated in an addendum issued.

Questions and clarification requests submitted by Bidder will, together with MBTA's responses, be made available to all Bidders via COMMBUYS.

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| TABLE: RFP CALENDAR | | |
|---|---|---|
| **Procurement Activity** | Date | **Time** |
| **RFP issued** | 11/2/2023 | |
| **Pre-bid conference** | 11/9/2023 | **1:00 p.m.** |
| **Site Visit – Upon Request** | | |
| **Deadline for submission of Bidder questions via COMMBUYS Q&A** | 11/14/2023 | **4:00 p.m.** |
| **Official Answers for Bid Q&A published by MBTA on COMMBUYS** | 11/17/2023 | **4:00 p.m.** |
| **Response Due Date** | 12/19/2023 | **4:00 p.m.** |
| **Contract Execution (estimated)** | 1/18/2024 | |
| **Service Start Date (estimated)** | 4/7/2024 | |
| | | |

## Scope of Work – General

## Refer to RFP bid document for complete SOW

The Massachusetts Bay Transportation Authority ("MBTA" or "Authority") is soliciting proposals from qualified Bidders to provide private carrier Bus Services for Canton (Route 716) and Hull (Route 714) to assist the MBTA in this effort, the Authority is issuing this request for proposals ("RFP") to solicit responses from qualified firms or individuals who can meet the project requirements state herein, including drivers, vehicles, and supervision.

Contracted routes included in this Request for Proposals include:

- Service on Route 714 operates between Pemberton Point, Hull, and Station Street to Hingham.
- Route 716 operates between Cobbs Corner in Canton and Mattapan Station in Boston.

Contractor will provide all aspects of bus operation using contractor-owned 30' (or greater) low floor, ramp-equipped transit buses, including bus operators and management personnel.

The MBTA reserves the right to award contracts to one or more bidders. Bidders may propose on one or both services described above.

## Estimated Contract Duration

The term of the contract is for a four-year period, from April 7, 2024, to June 30, 2028, with two (2) one-year option periods (from July 1, 2028, to June 30, 2029, and from July 1, 2029, to June 30, 2030). The two, one-year options to extend are at the sole discretion of MBTA.

**<u>Bidder Technical Response</u> including:**

- Enclosure 1 - Bid Cover Letter
- Power of Attorney (as described in Section 4.2 of this RFP)
- Form A: Pre-Award Bidder Evaluation Data Form
- Signed section 8.1 (end)
- Form B: Bidder Technical Response
- Form C: Small Business Program Attestation Form
- Proof of Insurance
- Financials

Proof of Passenger Carrier Certification from the Department of Public Utilities (DPU).

**a) <u>Bidder Price Response</u> as a separate document, including:**

- Form D: Price Response – Excel attachment

| Technical Response Evaluation Criteria |
| --- |
| Bidder Experience and Qualifications |
| Equipment and Maintenance Program |
| Operations, Accessibility and Customer Experience |
| Hiring and Personnel Management |
| Supplier Diversity (25% of overall Technical Response ) |
| |

Bidder must complete all required forms and submit all other required forms listed in the RFP

All **Responses** will be reviewed for:

- ✓ The responsiveness of the Bidder to the requirements set forth in the RFP.
- ✓ Conformance to the RFP instructions regarding organization and format.
- ✓ Deficiencies and minor informalities, apparent clerical mistakes which are unrelated to the substantive content of the Response for clarification.

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Pass/Fail (if applicable)

Technical

Supplier Diversity

Price

# Basis of Award: Best – Value Proposal

The selection will be made on a best-value basis, evaluating price along with other factors. Therefore, the MBTA may decline to select the lowest-priced, technically acceptable Proposal, if the MBTA determines that another, higher-priced Proposal demonstrates sufficient additional technical merit to justify the additional cost. Similarly, price will be an important factor in differentiating between Proposals of comparable technical merit.

# Questions?

- This presentation in part or in whole is not meant to take precedence over the RFP documents in RFP 211-23 as posted on COMMBUYS, please refer to COMMBUYS for the most accurate information.
- RFP Schedule and any dates mentioned are subject to change at the discretion of the MBTA. Please refer to COMMBUYS for the most accurate information.
- Deadline for submitting questions is 11/14/2023, 4 p.m. ET. All questions must be submitted on COMMBUYS in the Q&A Tab.
- Any and all communication during the non-mandatory Bidders' Conference represents no favor to attendees. All Bidders' responses will be treated equally regardless of attendance.
- This Presentation will be posted on COMMBUYS in the File Attachments section.
- **Thank You for your interest in partnering with the MBTA**